



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

AEAGA-CE (690-301G)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Printing and Disseminating Standard Form 50s (SF 50s)

1. Effective upon receipt of this memorandum, organizations will be responsible for printing and distributing SF 50s. Civilian Personnel Directorate will publicize this change. However, it is recommended that each CPAC also publicize this information through local newsletters, memos and supervisory training.
2. SF 50s are currently being printed by the CPOC after the personnel actions have been processed. The CPOC then forwards them to the respective CPAC for dissemination to the organizations. Organizations have access through Regional Application in the Personnel Process Improvement (PPI) suite to facilitate printing the SF50s.
3. Enclosed is a Standard Operating Procedure (SOP) which outlines the steps to print the SF 50 from PPI. This SOP should be provided when conducting formal training on this new procedure.
4. The point of contact is Mary Ann Lisenbee, Policy Management Division, at DSN 370-3949.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

Encl
as

TONI B. WAINWRIGHT
Director of Civilian Personnel
United States Army, Europe

DISTRIBUTION:
Personnel Officer,
BENELUX Civilian Personnel Advisory Center, ATTN: AEAGA-CBX, CMR 451,
APO AE 09708-6105
Grafenwoehr Civilian Personnel Advisory Center, ATTN: AEAGA-CGR,
Unit 28130, APO AE 09114
(CONT)

AEAGA-CE

SUBJECT: Printing and Disseminating Standard Form 50s (SF 50s)

DISTRIBUTION: (CONT)

Hanau Civilian Personnel Advisory Center, ATTN: AEAGA-CHA, Unit 20193,
Box 0002, APO AE 09165

Hythe Civilian Personnel Advisory Center, ATTN: AEAGA-CHY, Unit 8145
Box 10, APO AE 09447

Stuttgart Civilian Personnel Advisory Center, ATTN: AEAGA-CST,
Kelly Bks, CMR 423, APO AE 09107

Heidelberg Civilian Personnel Advisory Center, ATTN: AEAGA-CHD,
Unit 29241, APO AE 09102

Kaiserslautern Civilian Personnel Advisory Center, ATTN:
AEAGA-CKA, CMR 429, APO AE 09054

Vicenza Civilian Personnel Advisory Center, ATTN: AEAGA-CVI, Unit
31401, Box 26, APO AE 09630

Wuerzburg Civilian Personnel Advisory Center, ATTN: AEAGA-CWZ,
Unit 26622, APO AE 09244

Director, Civilian Personnel Operations Center, Unit 29150, APO
AE 09100